

# JOB VACANCY ANNOUNCEMENT

## U.S. MISSION - ACCRA

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The U.S. Mission in Accra, Ghana is seeking a highly motivated and qualified individual for the position of **PROJECT MANAGEMENT SPECIALIST – GOOD GOVERNANCE** in the Democracy, Rights and Governance Office (DRG) of USAID/Ghana. The primary purpose of the position is to provide project management support to the DRG Office and assist the Office Director and Deputy Director (Deputy Team Lead) to oversee programmatic, administrative and financial aspects of the democracy activities.

**Education & Prior Work Experience:** A Master's degree in Political Science, International Relations, Development, Law, Business/Public Administration, Journalism or other related field is required. Five years of job related, professional-level experience in a related role, government policy development, public accountability, civil society capacity building, anticorruption, judicial support, rule of law or other technical DG area is required. At least three years of this experience should have been working for an international development agency, the Government of Ghana, a development-oriented private sector company, or a national or international non-government organization (NGO).

For full requirements and position description, please log on to

<http://ghana.usembassy.gov/jobopportunities.html>

or

<http://transition.usaid.gov/westafrica/employment/index.htm>

**Salary Range:** GH¢ 27,677.00 – GH¢41,515.00 p.a. (depending on qualification and experience)

### SUBMIT APPLICATION TO:

Human Resources Office  
Through the Mailroom, Chancery  
American Embassy, Accra  
P.O. Box GP194, Accra or  
by Email [AccraHRO@state.gov](mailto:AccraHRO@state.gov)

### POINT OF CONTACT

Telephone: 0302-741000  
Email: [AccraHRO@state.gov](mailto:AccraHRO@state.gov)

*When submitting your application via email, please start the subject line with the position title.*

**CLOSING DATE: May 09, 2013**

**Please note that only short-listed applicants will be contacted.**

*USAID/Ghana anticipates awarding one (1) Personal Service Contract (PSC) regarding this announcement. Please note that this does not constitute any guarantee that a PSC will be awarded as result of this announcement.*

## **POSITION DESCRIPTION**

### **PROJECT MANAGEMENT SPECIALIST – GOOD GOVERNANCE**

#### **Background**

USAID/Ghana's Development Objective "Strengthened Responsive Democratic Governance" supports Ghana's efforts on local and national government responsiveness to citizen interests and needs. In this capacity, USAID/Ghana is focusing on increasing government accountability to a better informed citizenry. Projects in the Democracy, Rights and Governance Office (DRG) portfolio focus on: building the capacity of civil society organizations to advocate on behalf of citizens and hold government accountable, strengthening government institutions that provide oversight on both the local and national level, improving transparency of elections, and advancing initiatives designed to eliminate corrupt practices. In addition, the Democracy, Rights and Governance Office provides technical assistance, analysis and advice on issues to the USAID Mission at large related to the above program areas, as well as numerous other governance issues related to the health, education and economic growth sectors.

#### **Basic Function of the Position**

The Program Management Specialist for Good Governance provides project management support to the DRG Office. The Program Management Specialist (PMS) will assist the DRG Office Director and Deputy Director (Deputy Team Lead) to oversee programmatic, administrative and financial aspects of the democracy activities in the \$10 million per year portfolio to ensure that project objectives are being effectively met within USAID guidelines and regulations. In this capacity, the PMS will support the development and success of good governance programming during the 2013-2017 strategy period. The PMS will provide the DRG Office with technical assistance and management support for a portfolio of activities dealing generally with accountable and responsive governance. The PMS will support the DRG Office on all aspects of contract/grant management for assigned activities, including performance of grantees and contractors according to approved work plans, monitoring and evaluation, reporting on specific results and impact, and success fulfillment of the quarterly accrual process.

*The incumbent will also coordinate with other USAID Technical Offices to insure synergy between other sector activities and Democracy and Governance (DG) programming, especially in the cross-cutting area of government accountability. The PMS will function as the liaison between the DRG office and other Development Objective teams, i.e. health, education, and economic growth, to ensure that each office has the necessary tools and coordination to meet their respective results related to good governance and accountability. Further, the PMS will function as the liaison to other US Government Agencies within the Embassy (State Department, Treasury, Department of Justice, etc.) and other international donors on matters related to good governance and government accountability.*

The Project Management Specialist is required to exercise careful judgment in planning and carrying out tasks, including the specific approach to be taken, the resolution of problems and conflicts, and the meeting of deadlines. The incumbent is required to work with minimum supervision and in collaboration with other professional staff inside and outside the Mission.

#### **Major Duties and Responsibilities**

## **1. Portfolio Activity Programmatic Management**

The Program Management Specialist (Good Governance Advisor) assists the DRG Deputy Director and the DRG Office Director in the management of the USAID Ghana Democracy and Governance Portfolio. This includes the following areas:

- Support direct activity management of DRG Office Contracts, Agreements, and Implementation Letters to ensure that activity objectives are being effectively met within USAID guidelines and regulations. After serving a minimum of six months and completing certification coursework, to assume a formal management role for these duties as an alternate Agreements/Contracts Officer's Representative (AOR/COR) for one or more DG activities.
- Oversee, monitor and report on performance of Implementing Partners' field activities through review of project documentation, communications, and periodic field visits. Manage review and approval process of annual work plans and planned activities. Evaluate and analyze Implementers' data to ensure accuracy and effectiveness of development activities.
- Assist DG Office in preparation and presentation of key reviews and documentation, including semi-annual portfolio reviews, annual report narratives, implementation letters, activity approval documents, GLAAS software actions, correspondence and others as required.
- If required in an alternate AOR/COR capacity, initiate and coordinate processing of amendments or modifications to existing contracts or grants.
- Participate and lead in the design and development of new DG activities and initiatives. To support this, to coordinate to access resources available from technical specialists either within or external (TDY support) to the USAID Ghana Mission and to facilitate meetings and engagement with Ghanaian stakeholders.
- Request from partners, maintain and report on information regarding the financial status of project obligations, expenditure, pipelines, and resource requirements. Coordinate closely with the USAID financial analysts and planners. Support the quarterly process of presenting financial accruals of DG portfolio activities.
- Participate as a technical advisor in financial assessments of DG partners.
- Contribute to strategic planning, performance monitoring, and major program decisions of the DRG Office.
- Demonstrate independent action in setting work priorities, deciding on activity implementation matters and through identifying and resolving related program issues.
- Assure that all activities are carried out in a technically sound and cost-effective manner, in accordance with applicable Mission and Agency directives and requirements.

## **2. Stakeholder, US Government and Customer Relations/Coordination**

- Serve at the Team's technical expert on all governance related matters.
- Serve as liaison with representatives of Civil Society, Government, NGOs, and with representatives of other Donor Organizations and related working groups on issues related to USAID/Ghana's governance support programs.
- Act as liaison between DRG and other USAID/Ghana Offices to ensure that cross-cutting objectives related to good governance are tracked and met. Proactive participate in team processes and activities.
- Coordinate efforts with other U.S. government agencies (Department of State, Treasury, Department of Justice, etc.) to ensure a whole-of-government approach to good governance and consistency in messaging and information sharing.
- Liaise with the US Embassy, Civil Society, and the Government of Ghana to support Ghana's participation in the Open Government Partnership (OGP), the Extractive Industries Transparency Initiative (EITI) and other international initiatives.
- Track the development and status of legislation related to good governance and liaise with the US Embassy and other international donors regarding messaging.
- Coordinate (with the State Department) education and public awareness in Ghana on relevant laws related to corruption, including the Foreign Corrupt Practices Act.
- Provide guidance, accommodation and transport facilitation and briefings to visitors, short-term consultants, and other program-related guests of USAID (e.g., congressional delegations, senior-level USAID officials).
- Serve as a resource person for USAID, US Embassy and other personnel by answering technical questions and providing guidance related to governance programs and activities. On occasion, conduct representation for USAID on DG matters.
- Provide direction to other USAID DRG staff, namely the DRG Administrative Assistant, in his/her daily activities.
- Assumes other duties and responsibilities as assigned by Office Director and Deputy Director (Deputy Team Leader).

## **REQUIRED QUALIFICATIONS/SELECTION CRITERIA**

1. **Education:** A completed Master's degree in Political Science, International Relations, Development, Law, Business/Public Administration, Journalism or other related field is required.
2. **Work Experience:** A minimum of five years of job related, professional-level experience in a related role is required: government policy development, public accountability, civil society capacity building, anticorruption, judicial support, rule of law or other technical DG area. At least three years of this experience should have been working for an international development agency, the Government of Ghana, a development-oriented private sector company, or a national or international non-government organization (NGO).
3. **Job Knowledge:** The job holder must have knowledge of Government of Ghana national policy development, trends in public accountability, civil society, anti-corruption, rule of law and judicial processes. The job holder must demonstrate understanding of key governance issues, especially factors contributing to good governance, as well as key figures in Ghana and the challenges facing consolidation of democracy in Ghana. He/she must have experience with international development and some knowledge of development partners operations. Experience and knowledge of government policy development, public accountability, civil society capacity building, anticorruption, judicial support, rule of law or other technical DG area is required.
4. **Abilities & Skills:** Demonstrated ability to establish and maintain professional and effective contacts with high-level GOG ministries, departments, and agencies counterparts, other donor technical staff, and Implementing Partners' senior leadership is required. The ability to obtain, evaluate, and interpret data and to prepare accurate reports is necessary.

The candidate must provide evidence that s/he possesses the required experience in and knowledge of democracy and governance concepts, practices, methods, and programming principles, sufficient to administer effective DG activities in a fast paced and highly professional environment. Candidates should provide evidence of their ability to make decisions and implement change based on having performed analysis and/or research. Evidence demonstrating abilities to work with, present information to, and liaise with senior leaders from various sectors of society is required. Evidence of the ability to design, administer, and/ or manage comprehensive activities within a team is required. Limited experience related to financial accounting and/or budget management is also desired.

Strong interpersonal skills, including the ability to work effectively with superiors, subordinates, colleagues and partners, both inside and outside the Mission, are required, as well as maturity, stability, objectivity, resourcefulness, adaptability, and sound professional judgment.

Strong analytical and writing skills are required. The incumbent will need to prepare regular reports for USAID/Ghana, occasionally USAID/Washington, and for others seeking information on the activities of the USAID DG portfolio in Ghana. Computer skills are required, including ease and skill in using word processing programs, spreadsheet applications, email, and familiarity with Windows applications, in particular Word, Excel and PowerPoint. Computer skills will be tested.

5. **Language:** Level IV (fluent) English proficiency is required. Excellent English writing skills and the ability to process information from a wide variety of sources into cohesive, polished documents are required. S/he must be able to clearly articulate concepts and approaches to a broad spectrum of interested parties, such as US and Government of Ghana officials, civil society leaders, private sector actors, etc. Language skills will be tested.